

477-000-005 – Standardized CSE Referrals for Medicaid

Child Support Referral:

A Child Support (CS) referral is required when there is an eligible adult/parent (including pregnant women and minor parents) eligible for medical services and there are children receiving medical services. A CS referral does need to be made during the 60 day postpartum period (this would not apply to 599 CHIP) for a newborn whose father is either absent from the home or who has not formally acknowledged paternity.

Standardized Child Support Referral:

- Complete a Child Support (CS) referral when there is an adult eligible for medical (including the 60 day postpartum period) and there is an absent parent.
- Complete a Child Support (CS) referral when there is an adult eligible for medical (including the 60 day postpartum period) and the alleged father is in the home but paternity has not legally been established.
- A CSE referral is not required if a program closes and re-opens; however, if new information is available a new CSE referral can be sent.
- Not all CSE staff may have access to NFOCUS and paper documentation may be required. In the CHARTS referral comment section add a note that paper documentation will be sent if requested.
- CSE staff will send a questionnaire to the client.

Note: Do **not** complete a CS referral for an unborn, a child-only medical case or an emancipated minor.

Exception to Referral: A referral is **not** made to the CSE unit for:

1. A child only medical case;
2. An unborn (599 CHIP);
3. An emancipated minor;
4. A child(ren) receiving Home & Community Based Services in the home of both parents; or
5. A deceased parent when the parent was a member of the child's household at the time of death. A CSE referral **is** appropriate when the deceased parent was a noncustodial parent at the time of death.

Paternity Establishment:

If the father's name is not on the birth certificate and the couple is unmarried, in order to legally establish paternity, the parents can either complete a notarized acknowledgment of paternity, as provided in Neb. Rev. Stat. § 43-1408.01, or bring a civil proceeding to establish paternity in district court as provided in Neb. Rev. Stat. § 43-1411.

Absent Parents Can Include:

- Step-parents
- Biological parents
- Adoptive parents
- Alleged fathers (even if the name is unknown)
- Deceased parents when the deceased parent was a *non-custodial* parent at the time of death. A referral is not made when the deceased parent was a member of the child's household at the time of death.
- Alleged parent who lives in the home, but paternity has not been established.

Case Scenarios When a Referral Should be Sent:

(For case scenarios #1-#12 both the parent/caretaker relative AND the child must be enrolled in Medicaid.)

1. A new MC is created and the parent & child(ren) are active Medicaid; regardless of the program/category:
 - If worker does not know who the father/mother of the child is, a referral needs to be made with Unknown NCP. **If you know the name of the father/mother, you need to enter his/her name as the NCP. Do not mark Unknown NCP and type in a name in the comments.**
 - Clues to look for father's name are: VS Interface, Scanned Birth Certificate, Family Relationships, Application, or other MC's that the child has been in and Narrative.
2. A previous referral was sent on a different MC. A new referral is needed for all the children involved in the 'new' MC.
3. A previous referral was sent, now a new child is born and added to assistance cases. A new referral is needed for the new child. Note: This includes the 60 day postpartum period if there is an absent parent or if paternity was not acknowledged at the hospital and the alleged father is in the home.
4. A new referral is **not required** if a program case closes and reopens (break in service), however if new information is available a new CSE referral can be sent.
5. A child support case already exists before 1st approval of assistance. Even though there is already a child support case, CSE still requires a referral.
6. Child(ren) move in with a relative in a different MC. Two referrals would need to be made in this scenario since both parents are out of the HH. One referral would include the Relative as CP, Child(ren) as dependents and Mom as NCP. The other referral would include the Relative as CP, Child(ren) as dependents and Dad as NCP.
7. Child(ren) lives with a relative and that relative has legal custody/guardianship. One of the parents are in the HH but is not receiving assistance for that child(ren). Since the bio parent is in the household for program purposes the custody/guardianship no longer applies. If a parent is in the home they are FR. The physical presence of a parent in the same HH trumps the guardianship/conservatorship. A referral should be made with the bio parent in the HH as CP, the child(ren) as dependent and bio parent out of HH as NCP.
8. The parents of the child(ren) are still married, but one of them is out of the HH.
9. The father of the child(ren) is an absent parent and out of the HH when he dies. Per policy above, a referral would need to be made since the father was out of the HH at the time of death. Child Support can enforce an order up to two years past the date of death. See below, for reason to not send a referral when NCP is deceased.
10. Minor mom has a child while living with major mom and is receiving assistance for that child under major mom's MC. A referral is needed with Minor mom as CP, her child as dependent and the father of child as NCP.
11. Minor mom has a child and is in her own MC and receiving assistance for her child. A referral is needed with Minor mom as CP, her child as dependent and the father of child as NCP.
12. If parent can meet the Share of Cost (SOC).

Case Scenarios When a Referral Should Not Be Sent:

1. If the child or the parent/caretaker relative is the only active participant.
2. Minor mom is in her own MC with a new child and dad is in the HH and paternity has been established.
3. Unborn child, no referral until child is born.
4. Parents are together in the HH and one of them dies.
5. One of the parents die and that parent is out of the HH at the time of death. The time of death has been more than 2 years ago. Child support can only enforce an order up to 2 years past the date of death.
6. Independent Living program cases.
7. The parent cannot meet the Share of Cost (SOC). No referral is needed, but the parent should be closed out with a reason of SOC exceeds need.
8. The child is an emancipated minor.
9. Both biological parents in which paternity has been established who live in the home with the child.

Other Hints:

If an error is discovered after sending the CSE referral (i.e., incorrect roles or the incorrect dependent with the NCP), notify the Child Support worker.

If there is more than one child in the case and they all have the same Custodial & Non-Custodial parents, only one referral is needed, not one per child.

If multiple alleged fathers are identified, send only one automated referral and list the other alleged fathers in the Comments/Narrative of the referral.

Any additional information should be listed in the comment section of the referral.

Avoid duplicate persons when adding the non-custodial parent. Check the resolution screen. If the person is already on, use the existing person's data. If you are not sure, call Production and Support and they will determine if this is or isn't the same person.

A CSE referral can be created while a child is in pending status, but cannot be sent until the child is active.

For the Paper and Electronic Application:

1. CSE may need a copy of the application because not all offices have access to our computer system (July 2013);
2. Staff will send copies of any supporting documentation if not found on Vital Statistics – birth certificates, marriage licenses, etc.;
3. Staff will enter referral on the computer system; and
4. CSE worker will send questionnaire to client.